



50 IAC 26: Computer Standards for a Uniform and Common Property Tax Management System

Answering the “5 Ws (and How)” on Software Testing and Certification

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“What...?”

- What is 50 IAC 26?
 - The administrative rule enacted “to establish standards for computer systems used by Indiana counties for the administration of the property tax assessment, billing, and settlement process.”
- What is software testing and certification?
 - As specified in 50 IAC 26-18, software vendors and counties that use the vendors’ systems must be tested and certified to ensure the systems are operating within the standards laid out in 50 IAC 26.



“What...?”

- What are the three phases of software testing and certification?
 - Phase I: Each system is tested and certified on its standalone functionality.
 - Phase II: Systems are paired together and are tested and certified on their integrative functionality.
 - **Phase III: Counties are tested and certified to determine that they are using systems that have been deemed Phase I and Phase II compliant and that the systems are operating accordingly in the field.**



“Who...?”

- Who are the key stakeholders involved in the certification process?
 - All 92 counties (county assessors, county auditors, and county treasurers)
 - Property Tax Management System software vendors
 - The Department of Local Government Finance



“Where...?”

- Where is certification testing taking place?
 - **Phase III: “In the field” – county assessors’ and county auditors’ offices.**



“When...?”

- When did the current testing and certification process start? When does it end?
 - Official testing window opened on July 1, 2013. (start of Phase I testing)
 - **All three phases of the testing and certification process must be completed by June 30, 2015.**
 - Cycle repeats every five years.



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“Why...?”

- Why do we go through the process of software testing and certification?
 - To attain uniformity in property tax administration practices in each county in the state.
 - To improve the management and analysis ability of the Department and counties.
 - To ensure the functionality and integration of property tax management systems.



“How...?”

- How will counties be assessed for Phase III?
 - A Department representative will spend roughly 2 hours on site at the county auditor's and assessor's office.
 - The tester will walk through testing scenarios with county staff.
 - The county will send a letter to Department indicating that it has successfully demonstrated its compliance with 50 IAC 26.



What are the counties' next steps?

- In November-December 2014, the Department will contact you to schedule a testing session.
- In December 2014, send a list of vendors active in the county to James Johnson at jjohnson@dlgf.in.gov.
- Review the testing scenarios sent out by the Department on October 3, 2014.



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